

SECRET

13 March 1964

MEMORANDUM FOR: Executive Director, NPIC

THROUGH: Assistant for Administration

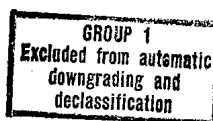
SUBJECT: Publications Division Report for February 1964

1. The division completed 142 publications during February, including 141 NPIC and one GMAIC publication. A total of 2,647 pages, containing 710 illustrations, was produced. In addition to the illustrations for publications, 625 other graphical products, including 168 briefing boards and 284 vugraphs and slides were completed.

2. The above figures show a decrease from January of 12% in number of publications, an increase of 85% in number of pages, and an increase of 44% in number of graphics produced. In comparison with February 1963, the number of February 1964 publications shows an increase of 65%, the pages an increase of 145%, and the number of graphics an increase of 141%.

3. A statistical summary of division activity for February follows:

	<u>NATIONAL</u>	<u>SUPPORT/SERVICE</u>	<u>TOTAL</u>
Analysis Phase:			
Backlog of projects in analysis at beginning of month	134	23	157
New projects received during month	61*	3	64*
Analysis Completed	118	12	130
Projects received from signoff	119	4	123
Backlog of projects in analysis at end of month	67	14	81

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*Eight projects received during the month were later combined with other projects; two projects were cancelled.

	<u>NATIONAL</u>	<u>SUPPORT/SERVICE</u>	<u>TOTAL</u>
Production Phase:			
Backlog of projects in PD production at beginning of month	76	26	102
Projects received in PD for production	135	51	186
Projects transmitted to PSD during the month	141	2	143
Other projects completed during month	13	60	73
Total PD production during month	154	62	216
Backlog of projects in PD production at end of month	57	15	72

4. Division personnel worked a total of 2,463 hours overtime in February. As a result, the backlog in both the analysis and production phases were substantially reduced during the month. The analysis backlog, as shown in the tables above, was cut from 157 projects at the beginning of the month to 81 at the end, and the production backlog from 102 to 72.

5. A graphical representation of work flow and products completed is appended to this report.

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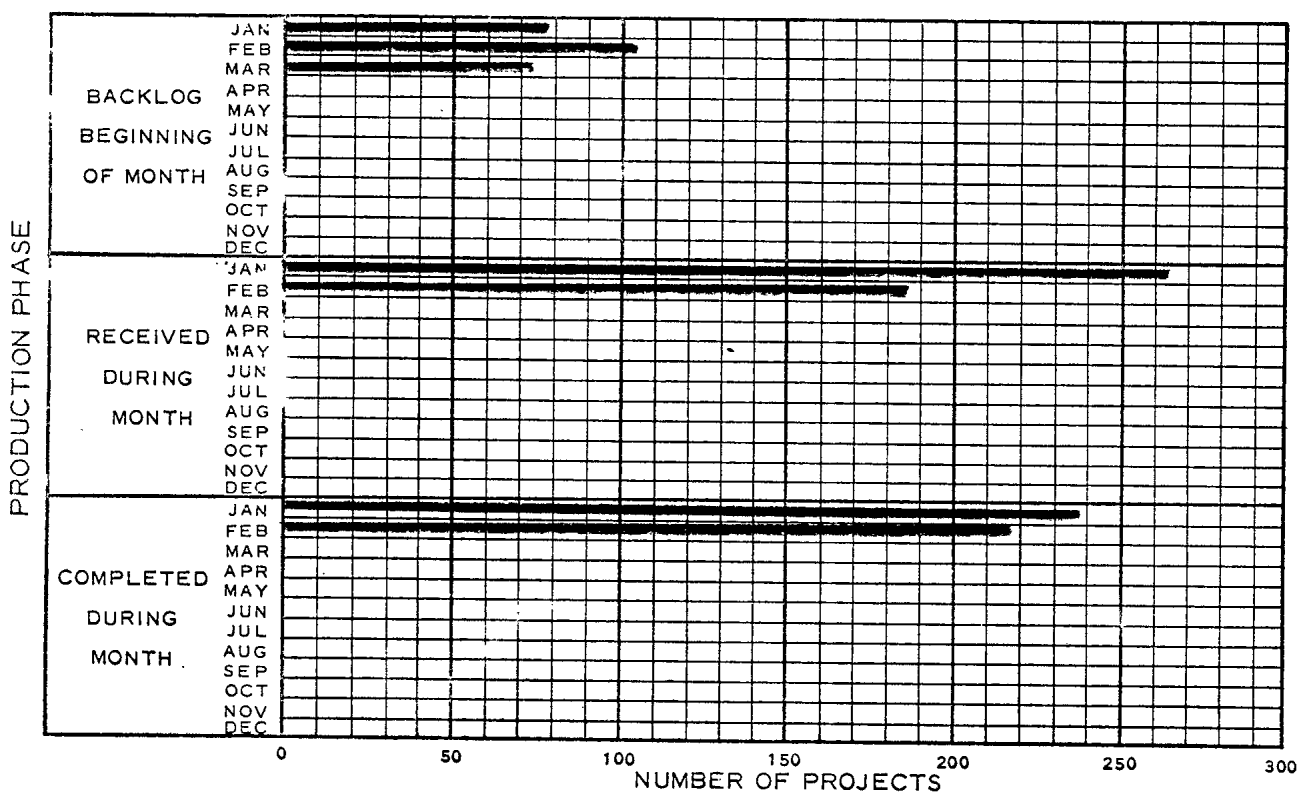
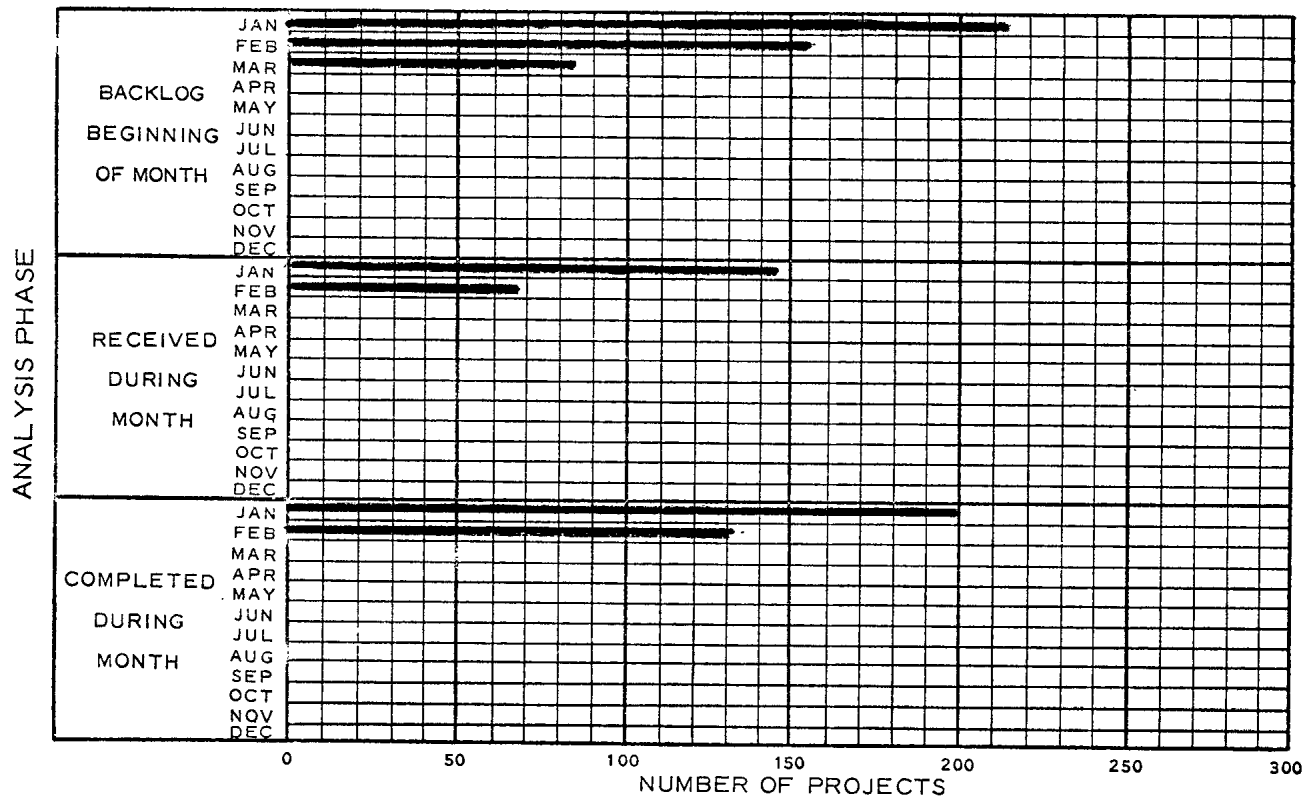
Chief, Publications Division, NPIC

Distribution:

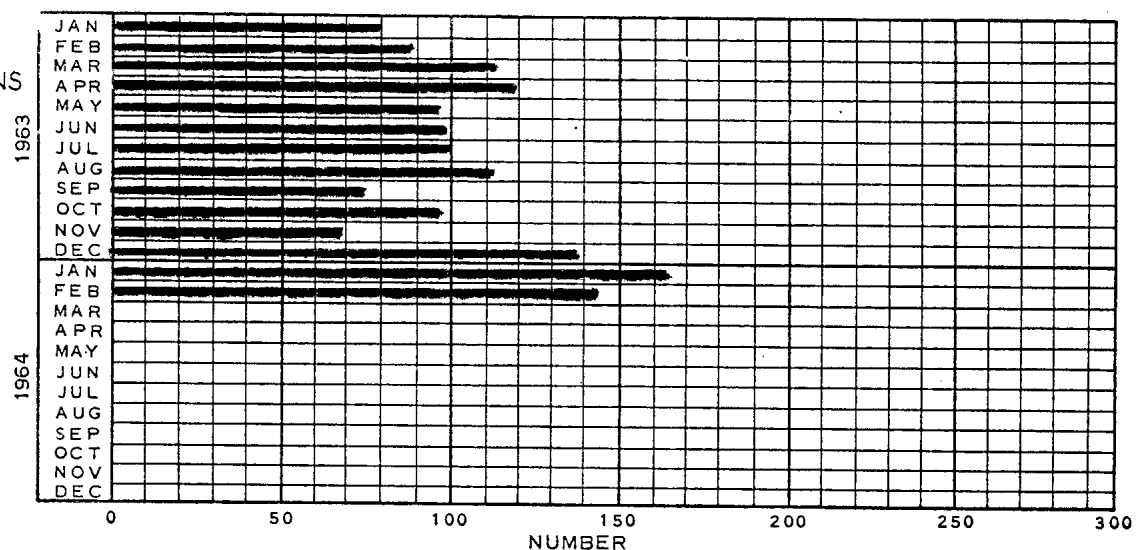
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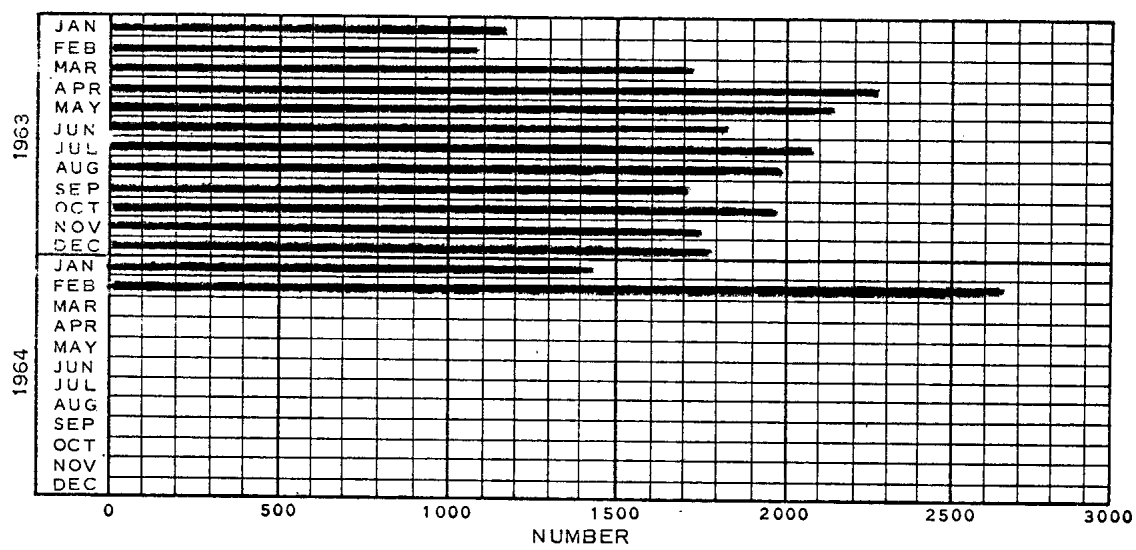
PROJECT WORKFLOW



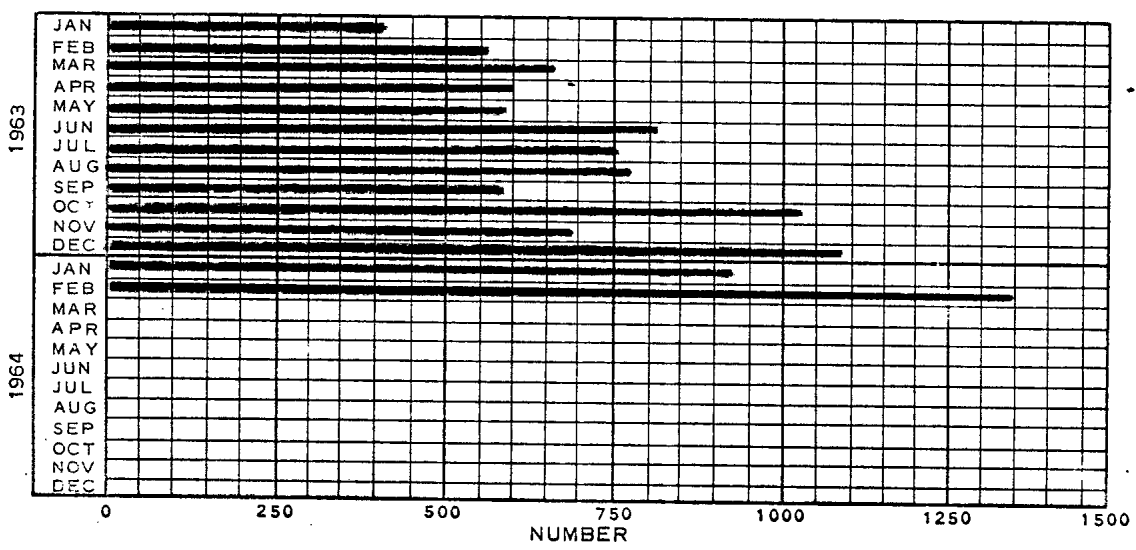
PUBLICATIONS
PRODUCED



PAGES
PRODUCED



GRAPHICS
PRODUCED



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